



Title: VI, Systems Access Manual

Chapter: 7, Procurement and Other Payments, Section 2, PC Purchase Order System (PC-PRCH)

Bulletin: PCPRCH 03-1, New Software Version 1.20

Date: July 25, 2003

To: Holders of the PC-PRCH Procedure

This bulletin announces the release of the Personal Computer Purchase Order System (PC-PRCH) Version 1.20. This version improves the file backup function to allow the use of two or more diskettes for backup when necessary. It also allows the use of action code *N*, Nonmerchandise Cost, without requiring a line item number or budget object classification code to be referenced.

#### Downloading PC-PRCH Version 1.20

PC-PRCH Version 1.20 replaces Version 1.11F. The National Finance Center (NFC) does not support prior versions of PC-PRCH software; therefore, security officers should ensure that Version 1.20 software is installed. If a prior version of the software was installed, security officers are reminded to select the Update PC-PRCH option instead of the Install PC-PRCH option when loading the new version for current users. **Caution:** The Install PC-PRCH option will overwrite purchase order data in the files. Also, users should ensure that they have a valid backup diskette prior to updating to Version 1.20.

Instructions for downloading PC-PRCH software are provided below.

1. Go to NFC's home page at <http://www.nfc.usda.gov>.
2. Click the NFC Download Center icon at the top of the page.
3. Click **[here]** under General Access Files to review special instructions on the use of PC-application files.
4. Click **[Return to the Download Center]** and complete the steps provided for downloading the software.

**Note:** If you do not have a user ID and password, you must complete and submit Form AD-1 128, Request For Electronic Downloading Of Software From NFC, according to the instructions on the form. This form can be printed from the Download Center on NFC's Web site (<http://www.nfc.usda.gov>) at the Request a Download ID link. The completed form may be submitted to NFC by either mail or fax.

The PC-PRCH procedure is available online at the NFC Web site. To view and/or print this procedure, go to the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Pubs & Forms**

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icon. At the Pubs & Forms page left-hand menu, click List by Title/Chapter or List by System Acronym then search for PC-PRCH on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

This bulletin supersedes bulletin PCPRCH 02-1, New Software Version 1.11F and Updated PC-PRCH Procedure, dated June 28, 2002. Please discard that bulletin.

Please refer questions about PC-PRCH to customer relations personnel at **504-255-4851**. Refer questions about this bulletin to the Quality Assurance Branch at **504-255-5322** or via e-mail at *nfc.pvct@usda.gov*.



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